Penn Medicine
Pennsylvania Hospital

PENNSYLVANIA HOSPITAL OUTPATIENT PHARMACY

MY PENN PHARMACY (MPP)

DISCHARGE PROCESS

myPennPharmacy (mPP) is a concierge service that delivers medications to the bedside before discharge at no extra cost.

FOR BEDSIDE MEDICATION DELIVERY

Send e-scripts to MPP as early in the day as possible.

- **Turnaround time for bedside delivery is approximately 3 hours.**

When discharge prescriptions are sent, start a Secure Chat to **MPP (PAH)** and include the attending, covering provider, floor nurse, social worker, case manager and covering pharmacist.

- **Include the anticipated discharge time and request one of the next available deliveries** by delivery technician (Runner)

***Medications will NOT be delivered automatically without the request.**
Medications cannot sit in a patient's room for > 2 hours prior to discharge for patient safety and medication diversion risk reduction.

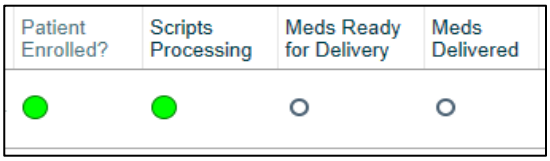
AFTER HOURS

The Outpatient Pharmacy will stop processing medications for the same day discharge 1 hour prior to closing. At closing, all medications sent before 6pm on weekdays and 2pm on weekends are moved to the inpatient pharmacy.

From 7:00 pm to 7:30 am on weekdays, 3pm to 9am on weekends, please call the inpatient pharmacy at 215-829-5451 or Secure Chat Pharmacy Ops (PAH) for delivery.

TIPS

- When requesting a price check, add this info to the comment section of the Rx. These meds will not automatically be filled.
    - Fill the meds: Remember to notify pharmacy via MPP secure chat and remember to remove the PRICE CHECK ONLY notation on the discharge med rec.
    - Not fill the meds: discontinue in epic and remove from AVS
- Utilize PennChart pharmacy discharge columns to check medication status.



HOURS OF OPERATION

Mon-Fri: 7:30am - 6pm
Sat & Sun: 9am - 3pm

(Effective 10/5/25)

*Closed on select holidays

CONTACT INFORMATION

Secure Chat:
MPP (PAH)

Phones:
215-908-3949
267-234-4645
267-226-5759
Runner: 215-906-4478

WEEKDAY DELIVERIES

9:00 am
10:30 am
12:00 pm
1:30 pm
3:00 pm
5:30 pm

WEEKEND DELIVERIES

10:30 am
1:30 pm

HOW TO ADD PENNCHART DISCHARGE COLUMNS FOR YOUR PATIENT LIST

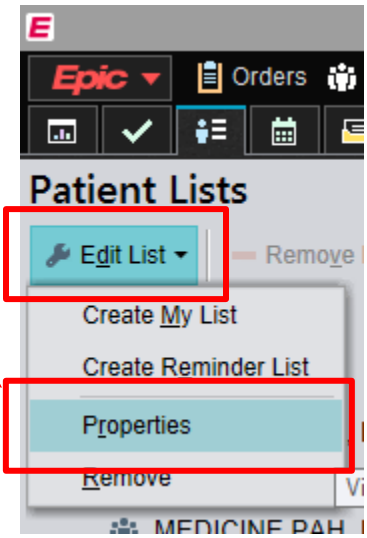
1. Go to your patient list of patients you are covering for the day
2. Click on the drop-down arrow next to “Edit List” and select “Properties”
3. In the search box, type the following and select “Add Column” for each

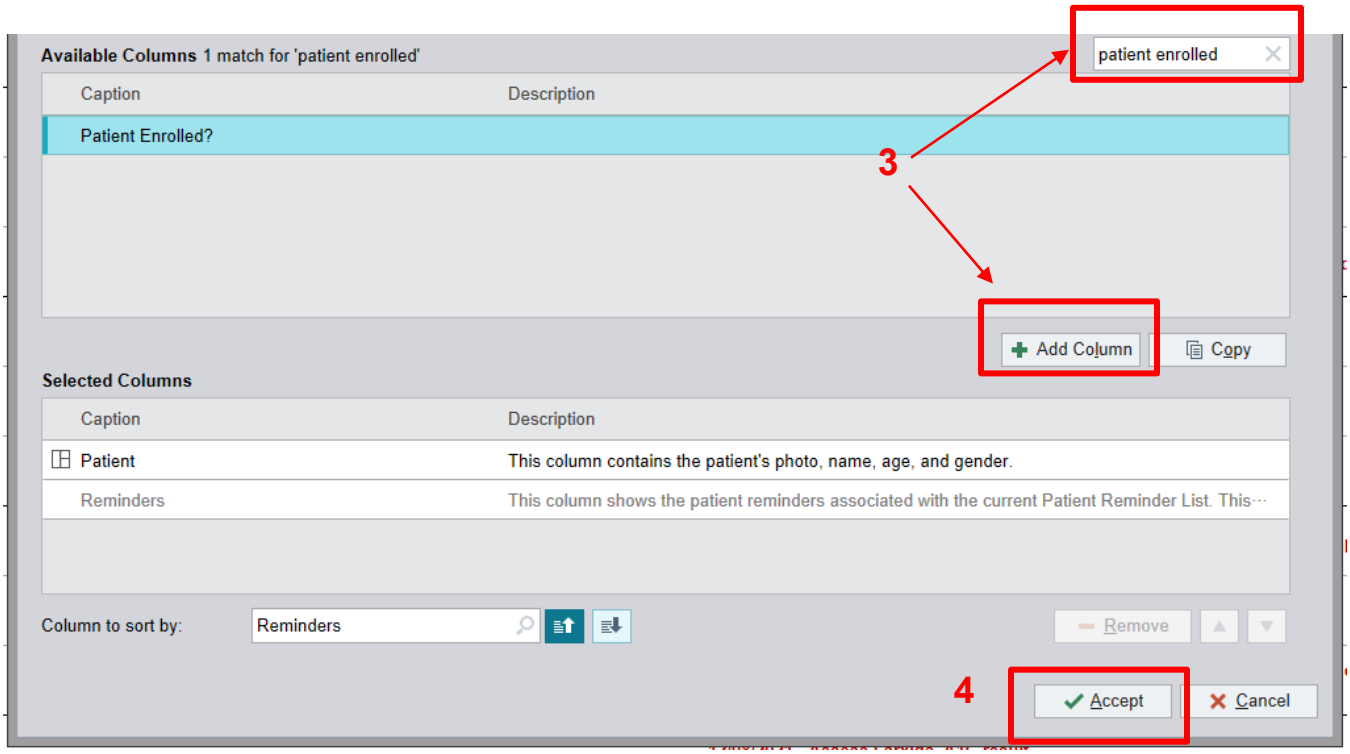
   Patient Enrolled- Anytime we receive prescriptions this is marked and stays marked until discharge

   Scripts Processing- Only marked when prescriptions are processing (billing and filling)

   Meds Ready for Delivery- Only marked when meds are completed by a pharmacist and are ready for pickup or delivery

   Meds Delivered- Only marked when meds are picked up or delivered to the patient
4. Click “Accept” when all four columns have been added
5. You should have the following columns added to your patient list similar to the following image





5

Patient Enrolled?	Scripts Processing	Meds Ready for Delivery	Meds Delivered
●	●	○	○